Republic of the Philippines
Province of Albay
CITY OF TABACO

BAGONG PILIPINAS

ECONOMIC ENTERPRISE MANAGEMENT UNIT

MANDATE :

To provide an organized, sanitary, and central space trade, offering affordable goods, ensuring fair practices, generating local revenue, and fostering community commerce, all while regulating vendors, cleanliness, and adherence to local ordinances for public welfare and economic development.

VISION:

Vested with powers, responsibilities and resources committed to develop, manage and implement local business enterprises and income generation projects designed to improve financial and economic capability of the City Government, and enhance the economic and social well-being of the people of the City.

MISSION:

To provide quality public services that include clean, orderly, priced monitored public market.

LOCATION:

Market Site, Divino Rostro Tabaco City

OFFICE HOURS:

Mondays to Fridays: 8am to 5pm

CONTACT INFORMATION:

Mobile No. :09272144939
Email Add: eemutabacocity@gmail.com

PROGRAMS AND PROJECTS OF EEMU

1. Public Market Operations and Management Program

Manages and operates the public market, including the administration of market stalls, monitoring of stallholders, and maintenance of order and proper market operations.

2. Revenue Generation and Collection Program

Enhances the collection of market rentals, parking fees, and other authorized charges to increase the city's revenue and ensure the accurate recording and monitoring of collections.

3. Public Market Facilities Maintenance and Improvement Project

Maintains, repairs, and improves public market facilities, including roofing, drainage systems, comfort rooms, electrical facilities, and other infrastructure under the supervision of EEMU.

4. Cleanliness, Sanitation, and Waste Management Program

Maintains cleanliness and sanitation in the public market and other facilities under the supervision of EEMU, including proper waste disposal, waste segregation, and coordination with concerned offices.

5. Public Market Safety and Security Program

Maintains the safety and security of customers, vendors, employees, and other market users through regular monitoring, security patrols, and coordination with the appropriate authorities.

6. Personnel Capacity Development and Customer Service Activity

Conducts seminars, training sessions, and team-building activities to enhance the competence, professionalism, discipline, and quality of service delivered by EEMU personnel.

7. Administrative and Operational Support Program

Carries out administrative functions, documentation, inventory management, procurement planning, records management, and other support activities necessary for the efficient operation of the office.

Prepared and submitted by:

REX P. MARTIREZ
Market Supervisor II

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ECONOMIC ENTERPRISE MANAGEMENT UNIT

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ACCOMPLISHMENT REPORT

Revenue Collection Accomplishment

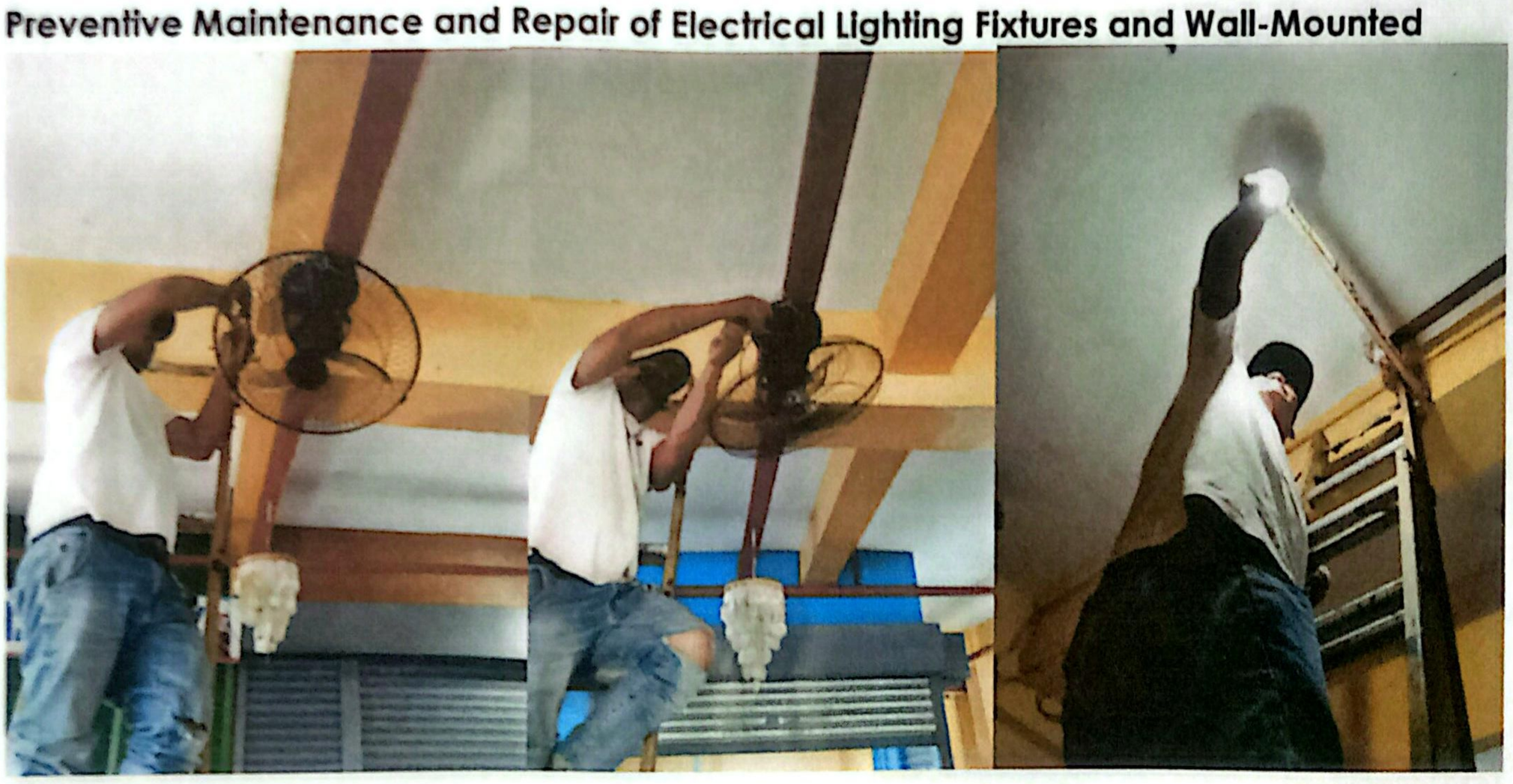
REVENUE PERFORMANCE FOR JANUARY–SEPTEMBER 2026

For the period covering **January 1 to September 30, 2026**, the Economic Enterprise Management Unit (EEMU) recorded a total collection of **₱24,164,391.07** from various revenue-generating activities and services under its management. The collections were generated from public market rentals, market space occupancy, market stall leases, application fees, electrical and water bill collections, parking fees, cash ticket sales, usage fees, market clearances, surcharges, and penalties for violations of the City Market Code.

These accomplishments reflect the continuing efforts of EEMU in managing public market operations, implementing revenue collection activities, monitoring payments, and maintaining the delivery of services in the city's economic enterprise facilities.

The total collection of **₱24,164,391.07** for the period January 1 to September 30, 2026, demonstrates the continuing contribution of the Economic Enterprise Management Unit to the city's revenue generation. EEMU shall continue to strengthen collection monitoring, promote timely payment of rentals and other fees, and improve the management of city-owned economic enterprise facilities to sustain revenue generation and provide efficient public services.

Preventive Maintenance and Repair of Electrical Lighting Fixtures and Wall-Mounted



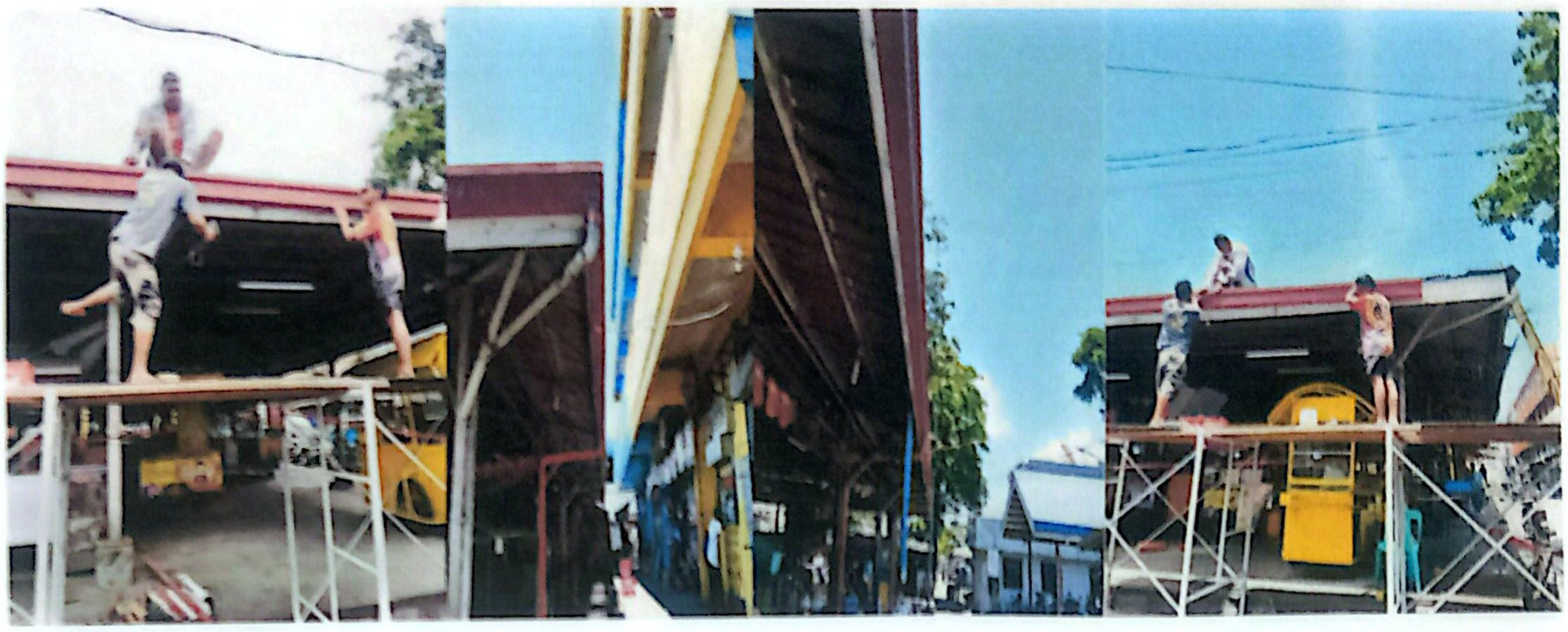
Conducted inspection, repair, tightening of electrical connections, servicing of wall-mounted electric fans, testing of lighting fixtures, and restoration of proper lighting and ventilation systems to ensure a safe, efficient, and comfortable environment within the Tabaco City Public Market.

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Repair and Replacement of Damaged Roof Drainage Pipes and Minor Maintenance Works



Successfully replaced damaged roof drainage pipes, repaired gutter connections, and conducted minor roof maintenance works at the Public Market to prevent water leakage, improve drainage, and ensure the safety of vendors and more efficient market environment for vendors and the public.

Flushing and General Cleaning of Public Market Drainage and Walkways



Conducted flushing and general cleaning of the Public Market drainage canals, fish section, and walkways to remove accumulated waste, improve sanitation, and ensure a clean and safe environment for vendors and market patrons.

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Repainting of Public Market Tables and Benches at the Food Park

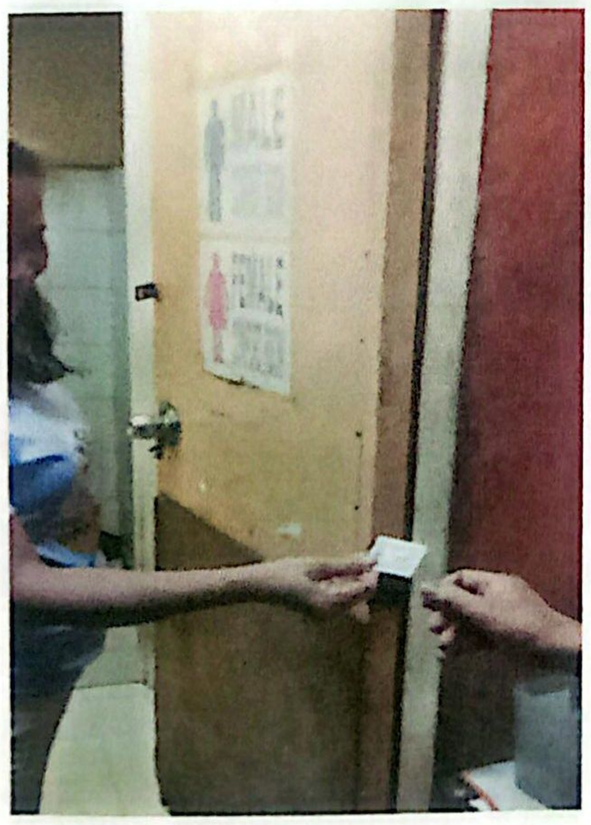


Successfully conducted the repainting and maintenance of metal tables and benches at the Public Market Food Park. The activity included surface preparation, cleaning, and the application of fresh paint to restore the appearance and protect the fixtures from rust and deterioration.

Declogging and Cleaning of Drainage System at the Public Market



Issuance of Cash Ticket Receipts to Clients (Parking and CR)





- Successfully issued cash ticket receipts to market clients.
- Ensured proper documentation and recording of market fee collections.
- Promoted transparency, accountability, and efficient revenue collection.
- Improved customer service through the prompt issuance of official payment tickets.

Installation of Individual Electrical Sub-Meters for Market Stall Holders



The installation of individual electrical sub-meters was successfully completed, providing market stall holders with an independent and reliable system for measuring electricity consumption. The project has enhanced transparency in electricity billing, promoted accountability among stall holders, reduced billing disputes, and improved the overall management and sustainability of the electrical distribution system within the Tabaco City Public Market.

PARTICIPATION IN BRIGADA SKWELA 2026

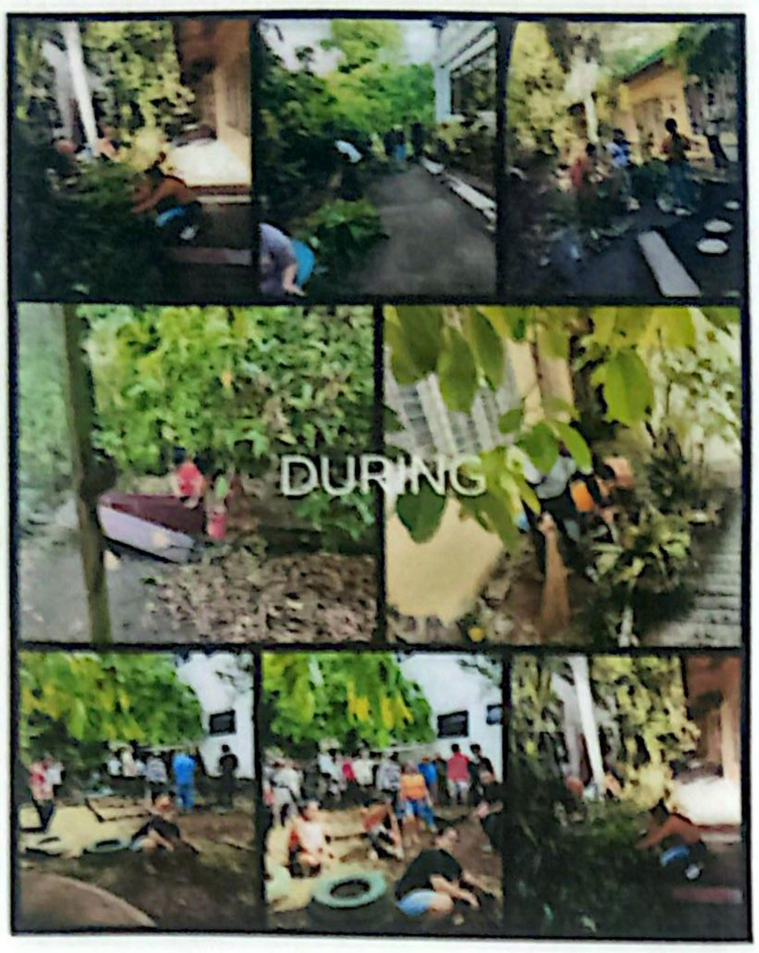
The Economic Enterprise Management Unit successfully fulfilled its commitment to Brigada Eskwela 2026 by contributing manpower and resources toward preparing the school for the opening of classes. The activity strengthened the partnership between the Local Government Unit and the Department of Education while promoting environmental stewardship, teamwork, and civic responsibility. The active participation of EEMU personnel exemplified the spirit of **Bayanihan**, ensuring that learners and teachers will return to a safer, cleaner, and more conducive learning environment.

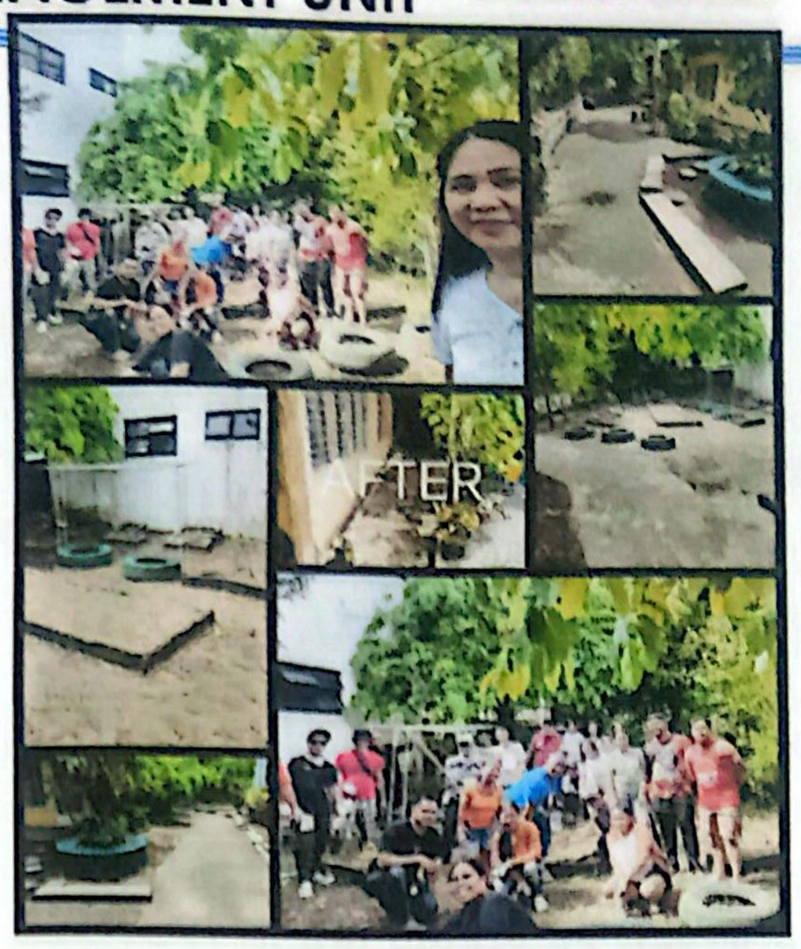


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REPAIR AND MAINTENANCE OF PUBLIC MARKET FACILITIES(3rd Quarter) The Economic Enterprise Management Unit (EEMU) carried out repair and maintenance works in various public market facilities, including the Camarines area, Market Extension Building, Wet Market Building, City Mall, and Public Comfort Rooms (CRs). The works included the repair and replacement of damaged roofing materials, roof support structures, floor tiles, faucets, and other plumbing fixtures. These improvements helped restore the functionality of the facilities, address maintenance concerns, enhance sanitation and safety, and ensure a more orderly and convenient environment for market vendors,



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The Economic Enterprise Management Unit (EEMU) facilitated the utilization of designated sampling and promotional areas within the public market for product sampling, demonstrations, and promotional activities of various business establishments, including Frabelle Corporation, Skygo, Mei Food Corporation, Motortrade, CDO, and other participating companies. These activities provided businesses with opportunities to showcase and promote their products and services, maximized the use of available commercial spaces, and supported the city's economic enterprise operations.

Facilitation of SSS and BDO Assistance Services

The Economic Enterprise Management Unit (EEMU) facilitated an assistance and information activity conducted by the Social Security System (SSS), in coordination with BDO, at the Fish Section Food Court of the public market. Ajinomoto Philippines Corporation assisted in the arrangement and preparation of the venue for the activity. The event provided market vendors and other interested individuals with information and assistance regarding SSS membership, contributions, benefits, payment concerns, and other related services. It also allowed participants to raise questions and seek clarification directly from SSS and BDO representatives, promoting greater access to essential social security and financial services for market stakeholders.





Prepared and submitted by:

REX P. MARTIREZ
Market Supervisor II

CITIZEN'S CHARTER

ECONOMIC ENTERPRISE MANAGEMENT UNIT

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Mission: To provide quality public services that include clean, orderly, priced monitored public market.

1. RECEIVES APPLICATION TO LEASE MARKET STALL

The Office of the City Mayor- Market, operates and supervises the Tabaco City Public Market. If there are vacant slots or foreclosed stores, the Market Operation accepts applications from interested individuals.

Office or Division:	Economic Enterprise Management Unit
Classification:	Complex
Type of Transaction:	G2C and G2B
Who may avail:	Any individuals

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application Form to Lease a Stall	Office of the City Public Market
1 Photocopy of Valid ID	
1 Photocopy of Barangay Clearance	Place of residency
1 Photocopy of Community Tax Certificate	City Treasurer's Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire at Tabaco City Market Office if there is a vacant or surrendered stalls	1.1Orient and provide checklist of requirements	None	5 minutes	Market Administrator
2. Submit the aforementioned requirements	2.1 Check and verify the requirements. 2.2 Interview the applicant	None	10 minutes	Market Administrator

	2.3 Approves the application 1.4 Provides the application form			
3. None	3.1 Publish the implementing guidelines in the distribution and awards of stall in a conspicuous place	None	10 days	Market Committee/ Market Personnel
4. Wait for the scheduled raffle	4.1 Conducts raffle/awarding of stalls 4.2 Informs applicants of the result of raffle	None	1 day	Permanent Market Committee
5. Proceeds to the City Treasurer's Office or authorized representative for payment of occupancy fee	5.1 Issues official receipt.	According to the applicable rate stipulated in the Market Code of the City of Tabaco	3 minutes	Revenue Collection Clerk
6. Signs the Contract of Lease (as Lessee)	6.1 Signs the Contract of lease (as witness) 5.2 Forward Contract of Lease to City Mayor's Office for signature of the City Mayor	none	2 minutes 1 week	City Market Administrator City Mayor
7. Receives signed Contract of Lease and proceed to Law Office for Notary of Contract of Lease and submit to the Office of the Market Administrator	7.1 Receives and file notarized Contract of Lease to their individual folder	none	2 minutes	Market Administrator/ Admin Aide
	TOTAL	According to the applicable rate stipulated in the Market Code of the City of Tabaco	18 days and 22 minutes	

2. GRANTING THE RENEWAL OF THE CONTRACT OF LEASE

Lease of Contract covering market stalls at City of Tabaco Public Market expires every two years. Renewal of Lease of Contract are mandatory for stallholders to continue operations of their businesses.

Office or Division:	Economic Enterprise Management Unit
Classification:	Complex
Type of Transaction:	G2B Government to Business owner
Who may avail:	Market Vendors/Businessman

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Business Permit	Business Permit and Licensing Office
Valid ID's	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approaches the assigned market personnel for verification of records	1.1 Check and verifies records	None	5 minutes	Officer of the day
2. Proceeds to the City Treasurer's Office or authorized representative for payment of renewal fee	2.1 Issues official receipt.	Php500	2 minutes	Revenue Collection Clerk
3. Signs the Contract of Lease (as Lessee)	3.1 Signs the Contract of lease (as witness) 3.2 Forward Contract of Lease to City Mayor's Office for signature of the City Mayor	none	2 minutes 1 week	City Market Administrator City Mayor
4. Receives signed Contract of Lease and proceed to Law Office for Notary of Contract of Lease and submit to the Office of the Market Administrator	4.1 Receives and file notarized Contract of Lease to their individual folder		2 minutes	Market Administrator/ Admin Aide
	TOTAL	Php500	7 days and 11 minutes	

3. COLLECTION OF MARKET FEES (Rentals, Electric, Water)

A monthly collection of market fees in the City of Tabaco Public Market.

Office or Division:	Economic Enterprise Management Unit
Classification:	Simple
Type of Transaction:	G2B Government to Business owner
Who may avail:	Stallholders/ Market Vendors/ Ambulant Vendors

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
None	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approaches the assigned market personnel for payment of market fees.	1.1 Verifies monthly fees (rentals, water, electric)	None	3 minutes	Revenue Collection Clerk
2. Proceeds to the City Treasurer's Office or authorized representative for payment of market fees (rentals, water, electric)	2.1 Issues official receipt.	According to the applicable rate stipulated in the Market Code of the City of Tabaco	2 days	Revenue Collection Clerk
	TOTAL	According to the applicable rate stipulated in the Market Code of the City of Tabaco	5 minutes	

4. ISSUANCE OF CERTIFICATION/MARKET CLEARANCE

Issue the Certification/Market Clearance requested by the clients for securing/renewing of Mayor's Permit.

Office or Division:	Economic Enterprise Management Unit
Classification:	Simple
Type of Transaction:	G2B Government to Business owner
Who may avail:	Stallholders

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1 Photocopy of Official Receipt of Occupancy Fee	City Treasurer's Office
1 Photocopy of Mayor's Permit for the previous year	Business Permit and Licensing Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Approaches the assigned market personnel for verification of records	1.1 Check and verifies records	None	2 minutes	Revenue Collection Clerk Office of the City Market
2. Proceeds to the City Treasurer's Office or authorized representative for payment of renewal fee	2.1 Issues official receipt.	Php100 for Certification Php30 for documentary stamp	2 minutes	Revenue Collection Clerk
3. Proceeds to the Market Administrator for the signing of the Certificate	3.1 Verifies and signs the Certificate	none	2 minutes	City Market Administrator or authorized representative
	TOTAL	Php130	6 minutes	

5. ISSUANCE OF CASH TICKETS

Cash tickets shall be issued to an occupant of the market premises or transient vendors. The cash tickets shall pertain only to the person to whom it is issued and shall be good only for the space of the market premises to which he/she is assigned. Cash tickets shall also be issued to clients using comfort rooms.

Office or Division:	Economic Enterprise Management Unit			
Classification:	Simple			
Type of Transaction:	G2B and G2C			
Who may avail:	Transient vendors and clients			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
None				
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Approach the assigned market personnel	1.1 Assists and assesses tariff/market fee	None	1 minute	Revenue Collection Clerk
2. Pays the corresponding fees	2.1 Receives payment and issues cash tickets	According to the applicable rate stipulated in the Market Code of the City of Tabaco	2 minutes	Revenue Collection Clerk
	TOTAL		3 minutes	

6. PARKING/DELIVERY FEE

All motor vehicles, whether passenger cars or jeeps, four wheels elf-size vehicles, cargo trucks, delivery trucks and other vehicles using the designated parking areas within the Tabaco City Public Market premises shall pay a corresponding fee as specified in the Market Code of the City of Tabaco.

Office or Division:	Economic Enterprise Management Unit
Classification:	Simple
Type of Transaction:	G2B and G2C
Who may avail:	Transient delivery vehicles and clients

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
None	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. None	1.1 Check the size and delivery merchandise of vehicle	None	2 minutes	Revenue Collection Clerk
2. Pays the corresponding fees	2.1 Issues official receipt for delivery vehicles and cash tickets for motorized vehicles	Depends on the size of the vehicle according to the applicable rate stipulated in the Market Code of the City of Tabaco	3 minutes	Revenue Collection Clerk
	TOTAL	According to the applicable rate stipulated in the Market Code of the City of Tabaco	5 minutes	